



From: Human Resources Department

Date: August 27, 2015

Position: Accounting Technician I

Department: Finance

Salary: Grade 9 – Minimum starting Rate \$13.66 hr./\$28,203.00 (5% salary increase following completion of a 6-month satisfactory probation period)

DESCRIPTION OF CLASS

The purpose of the class is to perform routine-to-moderately complex technical and clerical accounting functions in the Town's Finance Department.

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Assists the Finance Director and Assistant Finance Director with a variety of clerical and technical accounting tasks.

Maintains accurate and up-to-date customer account information; enters and retrieves customer data as needed.

Enters utility meter readings for each of multiple cycles; checks reports in detail and orders re-readings based on analysis of current and past history; estimates bills for unread meters; corrects error readings.

Initiates investigations of potential unauthorized consumption and overly high or low readings.

Coordinates with public works personnel to remove meters and/or service meters as necessary; coordinates activities with meter readers as necessary.

Calculates, prepares and mails municipal utility bills; calculates and prepares final notice bills.

Enters service orders for final billings; prepares and mails bills.

Calculates and posts delinquent penalties.

Maintains postage machine supplies and postage; orders supplies as needed.

CLASS TITLE: ACCOUNTING TECHNICIAN I

Serves as back-up customer service representative as necessary due to staff shortages.

Provides professional and courteous customer service at all times.

Attends various meetings as required; attends training, seminars, workshops as appropriate to enhance job knowledge and skills.

Performs general clerical work as necessary, including but not limited to typing reports and correspondence, copying and filing documents, entering and retrieving computer data, sending and receiving faxes, processing daily mail, answering the telephone, etc.

DATA INVOLVEMENT:

Requires summarizing, tabulating or formatting data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

PEOPLE INVOLVEMENT:

Requires giving information, guidance or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants.

INVOLVEMENT WITH THINGS:

Requires handling or using machines requiring moderate instruction and experience such as computers, and software programs such as word processing, spreadsheets or custom applications.

REASONING REQUIREMENTS:

Requires performing skilled work involving rules/systems with almost constant problem-solving.

MATHEMATICAL REQUIREMENTS:

Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes, and/or computing discounts and interest rates.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing clerical, manual or technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

CLASS TITLE: ACCOUNTING TECHNICIAN I

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education with emphasis in accounting or a closely related field.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

EXPERIENCE REQUIREMENTS:

Requires over one year and up to and including two years of experience in an automated fiscal or accounting environment, preferably in the public sector.

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations. Must be able to perform basic life functions of fingering, grasping and repetitive motions.

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring frequent decisions affecting co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Interested applicants may submit an application/resume to Job-Link or the Town of Waynesville, Human Resources Department on or before Friday, September 11, 2015.